



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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OPNAVINST 1220.2
BUPERS-00C2
14 Dec 09

OPNAV INSTRUCTION 1220.2

From: Chief of Naval Operations

Subj: POST-ACCESSION RECLASSIFICATION AND JOB OCCUPATIONAL
GROUP CLASSIFICATION GUIDANCE

Ref: (a) OPNAVINST 1500.47B
(b) MILPERSMAN 1236-020
(c) MILPERSMAN 1200-050
(d) Periodic PMO Reclassification Guidance (NOTAL)
(e) COMNAVCRUITCOMINST 1130.8H
(f) SECNAV M-5210.1 of Nov 07

1. Purpose. To assign responsibilities and specify procedures for post-accession reclassification of Sailors and recruits at Recruit Training Command (RTC) and other initial skills training sites. This instruction supplements references (a), (b) and (c) and provides guidance for all reclassification activities Navy-wide.

2. Scope. This guidance applies to the reclassification of recruits at RTC and those Sailors who have graduated from RTC, but are subsequently disenrolled from initial skills training prior to their first fleet assignment or assignment as a Professional Apprentice Career Track (PACT), or, in the case of Selected Reserve recruits/Sailors, prior to being assigned to the fleet as non-designated seamen. This guidance also provides procedures for initial classification for job occupational group (JOG) recruits at RTC.

3. Policy

a. The Bureau of Naval Personnel (BUPERS), Director, Production Management Office (PMO) (BUPERS-00C2) is designated as the single reclassification and JOG process owner, responsible to ensure that reclassification and JOG classification actions Navy-wide are targeted to optimize production through the Navy enlisted accession supply chain to meet Navy needs. To facilitate classification of recruits and

Sailors into the most needed ratings, BUPERS-00C2 will provide periodic reclassification and JOG guidance to servicing personnel support activity detachments and customer service desks (CUSVCDESK) via reference (d).

b. This guidance will prioritize ratings and specify the needed number of reclassifications, delineate amplifying reclassification policy for existing and emerging accession programs, and provide implementing administrative policy and guidance to support and refine Navy reclassification strategies. This instruction delineates responsibilities, describes standard procedures for management, reporting and monitoring and establishes processing timelines for reclassification and JOG activities Navy-wide.

4. JOG Recruits. JOG recruits are guaranteed A-School training in one of a number of Navy ratings within the job group they contracted for when recruited per reference (e).

a. Specific ratings available vary by job group, but, in all cases, recruits should qualify for all ratings within the JOG for which they contracted.

b. Classifiers at CUSVCDESK RTC will ensure all JOG recruits are placed into specific ratings within their job group and that the JOG recruit is scheduled for initial training required for award of that rating.

c. BUPERS-00C2 will specify the number of recruits required for each rating within each job group and ensure training quotas are available. Classifiers at CUSVCDESK RTC will ensure JOG recruits are classified and booked for training for the specific JOG rating requirements provided and will conduct a classification interview with each JOG recruit.

5. Operational Parameters and Business Rules. All recruits and Sailors are required to have a classifier interview immediately following either a rating disqualification or disenrollment from an A-School, JOG program or preparatory training course. Training commands will ensure students dropped from a course of instruction for any reason and recommended for continued Navy service report to student control to coordinate and schedule an interview with a classifier immediately but no more than 2 work days following disenrollment. Classifiers will conduct

reclassification actions and interviews consistent with this instruction and specific direction provided in reference (d) in effect at the time of the reclassification event. Classifiers will conduct reclassification interviews and complete all required reclassification actions within 3 work days following referral of the member to the reclassification site. Dropped students will be enrolled in another course of instruction only following this completed reclassification action.

a. Reclassification of Sailors or recruits into a rating not shown as open in the PMO reclassification guidance in effect at the time of the reclassification event is strictly prohibited. Classifiers will use Fleet Rating Identification Engine (Fleet RIDE) to determine eligibility to enter a rating and will ensure compliance with specific requirements contained in the current periodic PMO guidance in reference (d). Classifiers will record all completed reclassification actions in Fleet RIDE.

b. Recruits and Sailors will be assigned to the first available A-School opportunity, which normally will convene within 30 days of graduation from RTC or the completion of the reclassification interview. Classifiers can request exceptions for critical, high priority fills. All requests will be forwarded to BUPERS-00C2 via e-mail to the PMO Reclassification Desk (BUPERS-00C22); PMO_RECLASSDESK@Navy.mil.

c. Active duty Sailors dropped from their second A-School are not eligible for a third A-School, per reference (b), and will be reclassified into the appropriate PACT program and made available to Navy Personnel Command (NAVPERSCOM), Shore Special Programs Assignment Section (PERS-4010) for orders to the fleet or processed for separation. Classifiers are directed to contact BUPERS-00C22 for specific guidance for second A-School drops involving Full Time Support, National Call to Service or New Accession Training (NAT) Sailors.

d. Sailors dropped from A-School that have one or more non-judicial punishment/captain's mast incident(s) will not normally be offered a second A-School (reference (b)). NAT Sailors dropped from training for disciplinary reasons must be reclassified as a non-designated seaman, airman or fireman. These NAT Sailors shall then be ordered back to their Navy Operational Support Center. Exceptions will be considered when

supported by strong written recommendation from the commanding officer of the training activity. Classifiers will forward any requests for exception to BUPERS-00C2 via e-mail to BUPERS-00C22; PMO_RECLASSDESK@Navy.mil.

e. A recruit or Sailor who willfully withholds medical or security clearance relevant information from either medical staff, Naval Network Warfare Command personnel or a classifier that proves to be a disqualifying medical condition or precondition to receiving a required security clearance for their respective A-School will be reclassified into the appropriate PACT program and made available to NAVPERSCOM (PERS-4010) for assignment to the fleet following completion of apprenticeship training.

f. Recruits or Sailors who decline all of the ratings offered by the classifier will be classified into the appropriate PACT and made available to NAVPERSCOM (PERS-4010) for assignment to the fleet following completion of apprenticeship training.

g. Sailors who drop from Aviation Warfare Apprentice Training (AWAT), Basic Engineering Common Core (BECC) or Basic Enlisted Submarine School (BESS), have not had a previous A-School drop and are not rated will normally be reclassified to an open A-School in a different training pipeline per reference (d).

h. Sailors failing to successfully complete the Surface Common Core course or found to be not physically qualified or not suited for retention in the Navy will be processed for separation.

6. Training Pipeline Specific Guidance

a. Aviation Pipeline. Aviation active duty A-School Sailors who drop from their A-School for non-disciplinary reasons or who are disqualified due to factors beyond their control after completion of AWAT, will normally be reclassified into another aviation rating, when possible, per reference (d).

b. Engineering Pipeline. Engineering active duty A-School Sailors who drop from their A-School for non-disciplinary reasons or who are disqualified due to factors beyond their

control after completion of BECC, will normally be reclassified into another surface engineering rating, when possible, per reference (d).

c. Submarine Pipeline. Submarine active duty A-School Sailors who drop from their initial A-School for non-disciplinary reasons or who are disqualified due to factors beyond their control after completion of BESS, will normally be reclassified into another submarine community rating, when possible, per reference (d).

d. Special Warfare/Special Operations. Classifiers will inform Sailors disenrolled from initial training for Navy diver, explosive ordnance disposal, sea, air, and land, or special warfare combatant-craft crewman training, that they must complete training and obligated service for the rating to which they are being reclassified before they will be eligible to apply for re-entry into the special warfare/special operations training from which they were disenrolled.

e. Nuclear Field. Sailors dropped from a nuclear field program and no longer qualified to remain in the nuclear field, will be reclassified per reference (d). Submarine volunteers will normally be reclassified into another submarine community rating, when possible.

7. Reporting and Documentation

a. Classifiers will ensure that all reclassified Sailors and recruits sign a Program Annex to the DD 4, Enlistment/Reenlistment Document Armed Forces of the United States reflecting new enlistment contract guarantees.

b. Classifiers will insure that specialty program code/program enlisted for codes are updated in the Navy Standard Integrated Personnel System when reclassifying a Sailor or recruit or classifying a JOG recruit to a specific rating.

c. Classifiers will record all completed reclassification actions in Fleet RIDE.

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8. Oversight and Feedback. BUPERS-00C2 will oversee and evaluate all post-accession reclassification and JOG classification business processes and the implementation of process improvements.

9. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per reference (f).

10. Form. DD 4 (Oct 07), Enlistment/Reenlistment Document Armed Forces of the United States, is available on the Department of Defense Forms Management Program Web site at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>.



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